

**IDAHO PUBLIC WORKS CONTRACTORS
LICENSE BOARD MEETING**

Monday – July 7, 2008 – 9:30 am

**Division of Building Safety
Board Conference Room
1090 East Watertower Street
Meridian, ID 83642**

NOTE: The following report is not intended to be a verbatim transcript of the discussions at the meeting, but is intended to record the significant features of those discussions.

The meeting was called to order by Chairman Torry McAlvain at 9:30 a.m. on Monday, July 7, 2008.

Board Members Present:

Torry McAlvain, Chairman
John Sheldon
Dick Anderson
Ken Worst
Alan Smith
Jerry Peterson
Steffani Lippert

DBS Staff Present:

Kelly Pearce, Administrator
Steve Keys, Deputy Administrator, Operations
Janice Foster, Deputy Administrator, Administration
Kay Christensen, Division Chief, Contracts and Admin.
Law Division, Attorney General's Office
Patrick Grace, Deputy Attorney General
Roger Gabel, Deputy Attorney General
Bill Hatch, Public Information Officer
Jean Frenette, PWCL Bureau Chief
Kirk Weiskircher, Financial Specialist, Principal
Terry Blessing, Outreach Advisor
Chris Jensen, Outreach Advisor
Heather Carr, Outreach Advisor
Renee Bryant, Administrative Assistant 2
Brandee Pasborg, Office Specialist 2

Chairman Torry McAlvain introduced the newest Board Member, Alan Smith.

Kay Christensen introduced the Division's new full-time, in-house Deputy Attorney General, Patrick Grace.

◆ **Open Forum**

No items were addressed.

◆ **Approval of the July 7, 2008 Agenda**

MOTION: John Sheldon made a motion to approve the July 7, 2008 Agenda as presented. Dick Anderson seconded. All in favor, motion carried.

◆ **Approval of the April 7, 2008 Board Meeting Minutes**

MOTION: Dick Anderson made a motion to approve the April 7, 2008 Meeting Minutes. Jerry Peterson seconded. All in favor, motion carried.

◆ **Financial Report**

Kirk Weiskircher reviewed the Financial Report included in the Board Packet.

◆ **Refund Policy**

This item was not addressed.

◆ **Bureau Chief’s Report**

Jean Frenette introduced the Bureau’s outreach staff in Northern and Eastern Idaho; Terry Blessing and Chris Jensen.

In FY08, 466 original licenses and 82 new “Unlimited” licenses were processed. There are three open files currently pending and violations are being posted on the Division’s website. Effective July 1, 2008, the new examination went into effect.

ACTION: Patrick Grace to provide a report to the Board regarding provisions to the new “Unlimited” license rule.

◆ **Administrator’s Report**

Economy – Kelly Pearce to meet with city and county officials in Eastern Idaho; assessing what they anticipate will happen with the construction industry in their areas.

CAS – The Division is in the testing process. The anticipated implementation date is the end of August to the end of September. It is projected the first part of 2009 the industry to utilize CAS. The Division will sponsor training sessions throughout the State.

◆ **3rd Party Guarantor Agreement**

The 3rd Party Guarantor Agreement took effect in 2007 and is an out-growth of the previous indemnifier provisions that were in the PWCL Laws and Rules.

The 3rd Party Guarantor Agreement is where the third-party guarantor agrees to assume financial responsibility for payment of any obligations.

ACTION: Counsel to look at the 3rd Party Guarantor Agreement; bringing back any suggestions to the October 6th Board meeting.

MOTION: Jerry Peterson made a motion to adjourn the meeting. Steffani Lippert seconded. All in favor. Meeting adjourned at 10:23 a.m.

TORRY MCALVAIN, CHAIRMAN
PUBLIC WORKS CONTRACTORS
LICENSE BOARD

C. KELLY PEARCE, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE

DATE